



PLAN CHECK SUBMITTAL REQUIREMENTS PHOTOVOLTAIC INSTALLATIONS

The following plan check submittal requirements are designed to get your photovoltaic installation through the Building Inspection review and permitting process in an expedited manner. Your cooperation in providing this information will insure that your project will be reviewed in a minimum of five (5) working days.

Requirements:

- All electrical work to be performed by a California Licensed Electrical Contractor or Solar Contractor and in conformance with Article 690 "Solar Photovoltaic System" of the 2002 NEC.
- Provide two (2) complete sets of plans and specifications, both must be signed by the applicant or contractor and are to include the following information:
 1. Site Plan - show the location of:
 - a. Structure(s) on the property
 - b. Main service
 - c. Photovoltaic (PV) equipment
 - i. Inverters
 - ii. Converters
 - iii. Batteries (if any)
 - iv. Arrays
 - v. Etc.
 2. Array Mounting Design:
 - a. Provide Roof Plan showing:
 - i. Array layout
 - ii. Roof covering, type and number of overlays, type of roof deck
 - iii. Rafter or beam sizes, spacing and roof slope
 - b. Array/Panel fastening method
 - i. Provide fastening cut sheets from manufacture or engineered design for anchorage and support of array panels to roof structure.
 - ii. Method of sealing roof penetrations.

3. Electrical:
 - a. Provide a single line diagram showing:
 - i. Size and type of conductors.
 - ii. Voltage and amperage of all circuits.
 - iii. Overcurrent protection.
 - iv. Ground Fault Detection and Interruption.
 - v. Equipment grounding.
 - vi. Disconnecting devices - AC & DC
 - b. Rating of main service and size of main service disconnect.
 - c. Size and listing of backfed breaker.
4. System Information:
 - a. Provide manufacturers cut sheets and listing information for all components.
 - i. All UL listed equipment
 - ii. All PG&E accepted equipment
 - iii. Include information listed on panels that may not be visible after panel installation.
 - b. Provide floor plan for equipment installed within any structure or enclosed space.
 - i. Show working clearances
 - ii. Batteries must be installed in a listed rack, wooden racking system or a racking system approved by the Building Official, within the garage a minimum of 18" above the garage floor or in an approved location outside the main structure. Batteries must be ventilated and may not be installed in habitable space.
 - c. Provide means of protection for components installed where subject to damage, such as in a garage.

Please contact the Building Staff at (650)903-6313 for any questions regarding the submittal requirements, review process and permitting process. Staff will contact you when your permit or plans, with needed corrections, are ready for up.